Treasury Contracting Officer's Technical Representative (COTR)
Frequently Asked Questions

The following frequently asked questions have been grouped into categories to help you find the answers to your question(s) faster. If you cannot find your question and answer in these categories, please send an email with your question to Jodi Stark at Jodi.I.Stark@irs.gov.

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BASIC TRAINING

Q: *Where can I get COTR Basic Training?*

A: The Treasury Acquisition Institute (TAI) offers a classroom-based COTR basic training course approximately 12 times a year. This classroom-based course is being phased out and the Federal Acquisition Institute's (FAI) online course entitled, "COR Mentor Program," located at the FAI Online University (* http://www.faionline.com) is available for just-in-time basic COTR training.

Q: How do I register for and access the FAI online basic training course?

A:
1. Go to the FAI Online University - web address: * http://www.faionline.com.
    *   If you are a new user, you will need to register.
2. Once you are logged in, click on the "Learning Center."
3. Click on "Course Information & Enrollment."
4. Select "All" for the Topic, Type "COR" as your Keyword and click "Display"
5. **"COR Mentor Program"** is the title of the COTR basic training course.

Q: If I take the FAI online basic course will I get a certificate?

A: You can print a certificate once you have completed the course & have a passing score of 90% for each duty. (Note: There is no comprehensive test.) You may return to the course at any time to use for reference. However, completion dates will remain unchanged.

Q: Once I complete the COTR basic training, am I certified to be a COTR?

A: COTRs are not certified – they are nominated and appointed. COTRs are **nominated** by the requesting office. The Bureau Chief Procurement Officer (BCPO) with re-delegation to no lower than the Contracting Officer (CO) will then **appoint** COTRs by issuing a signed letter of appointment to meet the needs of each contract. COTRs are required to complete the basic training course in order to perform COTRs duties and must complete the annual maintenance requirement to remain eligible for appointment. COTRs must also have the technical expertise and experience to perform delegated contract administration duties, including evaluating contract performance and deliverables.

MAINTENANCE/REFRSHER TRAINING

Q: How do I get my COTR Refresher Training?

A: The revised requirement for maintenance training as of April, 2004 is as follows:
DTAR 1001.670-2 states, "Upon completion of the basic course, COTRs are required to complete at least 8 hours of maintenance training each year. Examples of COTR maintenance training include, but are not limited to, acquisition, technical, job-specific, or project management courses."

This revised policy means that COTRS are required to take at least 8 hours of job-related training each year, as described above. Please note: maintenance courses do not have to be procurement courses - as long as it is job-related. The requirement was modified to be more in line with the current refresher training requirement for Contracting Officers – hourly and flexible. COTRs must keep certificates of completion and take the necessary steps to have their training courses recorded on their training history.

FAI Online University also offers a refresher course called, "COR Refresher Training."

Q: If I took the former refresher exam this year, is it still good for 3 years?

A: The new refresher/maintenance requirement is in effect now. If you took the refresher this year, you have until the end of next fiscal year to complete your 8 hours of required training. 8 hours of job-related training will be required every year thereafter.

Q: What courses fall into the category of "acquisition, technical, job specific, or project management?" This statement is very vague and sounds like it could include almost anything.

A: In order to remain **eligible** to be appointed as a COTR, 8 hours of job-related maintenance training is required each year. **Employees are responsible for tracking their own training** and when requested by the appointing Contracting Officer (CO) must provide a certificate of completion for the basic training course and proof of at least 8 hours of job-related training each year thereafter. Proof can come in the form of a training history report, a certificate of completion or a dated memo from an employee's supervisor.

Examples of maintenance/job related training include, but are not limited to, acquisition, technical, job-specific, or project management courses and must relate to your job duties. Supervisor approved and/or required continuing education/training courses are job-related. The statement is not vague, but broad to allow employees to get the training they need as it relates to their job duties.

Q: How can I retain my status as a COTR? How do I recertify?

A: There will be no more COTR "certification" or "re-certification" - there is no such thing as "once appointed as a COTR, always a COTR." All employees that want to be **eligible** to be appointed as a COTR must have the basic training course. An employee is nominated by their office to be a COTR and **only becomes a COTR when appointed as one by a Contracting Officer to a specific contract or task order.** COTR is not a job title - it is a temporary function/task for which one is assigned to for the life of a contract/task order or until there is a change during contract performance.

Q: What happens if I do not complete my 8 hours of maintenance training each year?

A: It is strongly recommended that you complete at least 8 hours of job-related training each year in order to remain **eligible** to be appointed as a COTR. Most employees attend at least one training course per year and/or already have a business unit requirement for continuing education courses. COTR appointments are made at the Contracting Officer's (CO) discretion and the CO should request that you complete the 8 hours of maintenance training prior to the appointment if you have not done so already.

TRACKING/RECORDING TRAINING

Q: Who is responsible for tracking my training?

A: COTRs must track their own training, making sure that all completed training courses appear on their training history. A training history report can then be provided by the COTR when nominated/appointed. Appointments are tracked by Contracting Officers in Procurement.

TREASURY COTR HANDBOOK/INFORMATION

Q: Where can I find the Treasury COTR Handbook?

A1: The Handbook is no longer being maintained by Treasury. For the most current and up-to-date information on Treasury COTRs, visit:
- The Treasury Acquisition Institute (TAI) COTR **Internet** web page: http://www.irs.gov (Click "Business Opportunities," "Procurement," Treasury Acquisition Institute (TAI) Training," & "Contracting Officers Technical Representatives (COTR.)
- TreasNet: Treasury-wide **Intranet**, COTR Web Page
- TAI **Intranet** COTR Web Page - Information for Treasury & IRS COTRs

A2: If you have taken the FAI online basic training course, "COR Mentor Program" (see above for more information) you may continue to access the course for information, guidance & future reference.

__Please note__ that by clicking on this link, you will leave the IRS web site and enter another government web site or a privately owned web site created, operated, and maintained by that agency. The information that they collect and maintain as a result of your visit to its web site may differ from the information that the IRS collects and maintains. We recommend you review the other government's or privately owned web site information collection policy or terms and conditions to fully understand what information is collected.